

2020 End of Year To-Do List for Flexible Spending Accounts

The end of the year is rapidly approaching and that means it's time to review the status of your health and/or dependent care Flexible Spending Accounts (FSAs). If you are enrolled in one of the City's FSA plans, this is a reminder to log on to Connect Your Care and check your account to see if you have a balance or if you need to follow up on any of your FSA claims. This may include submitting supporting claim documentation or repaying claims that were deemed ineligible expenses.

If you have 2020 health FSA claims that require substantiation, please follow up on these! Submitting your substantiation documentation (or filing FSA claims) is easy! Either upload the appropriate documentation using the CYC mobile app or go online via your computer at www.connectyourcare.com.

Alternatively, you can fax your substantiation paperwork to CYC at (443) 681-4602 (be sure to include your name and FSA claim number on the faxed documentation). Or, if you used the debit card for an ineligible expense or an expense that you cannot substantiate, you can pay back the amount to CYC. For substantiation, however, be sure to include documentation (like an EOB) that includes:

- Who – the name of the person who received the product or service
- What – a description of the product or service
- When – the date of service
- Where – the health care provider's name
- How Much – the amount you are required to pay

Rollover of unused funds (up to \$500) from 2020 to 2021, only applies to health FSA accounts (not dependent care accounts) and only for active health FSA participants in 2021.

The deadline to incur all 2020 FSA health or dependent care expenses (i.e. received or purchased) is December 31, 2020. The deadline for any 2020 FSA claims filing (or substantiation) is March 31, 2021.

Questions or need assistance with these processes? Contact CYC directly or the Employee Benefits office at (480) 644-2299 Monday through Thursday 7 am to 5:30 pm (except City observed holidays).

Be sure to visit the Flexible Spending page on the Benefits website for more articles and information on the flexible spending accounts -

<https://www.mesaaz.gov/government/employee-benefits/active/flexible-spending>.